

California State Library  
California Civil Liberties Public Education Program (CCLPEP)  
**Final Narrative Report – FY 09/10**

**Report deadline:** July 31, 2011, or within one month after the completion date of the grant period. Note that failure to submit this report by the deadline could jeopardize payment of the final 25% grant payment.

The final narrative report differs from the quarterly narrative reports in that you're asked to provide an overview of the project from start to finish, rather than reporting on just the final quarter of the grant period. Please read these instructions carefully since some sections ask for objective reporting and others ask for subjective information.

Portions of this report may be submitted to the Legislature and/or Governor or other entities and may be published on the California State Library website or in publications. To facilitate this, please don't modify the report formatting.

Unless otherwise indicated, the length of each section of report is not limited so that you may provide a detailed project report. Photos of project activities, if appropriate, are encouraged.

For questions or assistance in completing the report, please contact:

Peggy Fish, CCLPEP Program Manager  
Phone: (916) 651-6509  
E-Mail: [pfish@library.ca.gov](mailto:pfish@library.ca.gov)

Send **two copies** of the completed final narrative report, one with an original signature, to the address below. Note that the copies should be identical (i.e., contain all attachments, etc.).

**Address for U.S. Postal Service delivery:**

California State Library  
Fiscal Office - CCLPEP  
P.O. Box 942837  
Sacramento, CA 94237-0001

**Address for direct delivery (hand delivery, UPS, FedEx, etc.):**

California State Library  
Fiscal Office - CCLPEP  
900 N Street, Room 155  
Sacramento, CA 95814

**Note:** Deliveries are received Monday – Friday from 8:00 a.m. – 5:00 p.m.

## Report Instructions

**Grant project number & date**

The grant project number is found on the grant award letter subject line as well as on the grant agreement documents. Enter the date that the report is being prepared. This box will appear at the top of each page of the report.

**1. Project title**

Enter the full title of the project as shown on the grant award letter and grant agreement documents.

**2. Project start and completion dates**

Enter actual beginning and closing dates of the project.

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3. **Grant recipient name**  
The name of the grantee (individual or organization, etc.) as shown on the grant award letter and agreement.
  4. **Recipient Address**  
Current street address (or mailing address, if different), city, and ZIP code.
  5. **Person completing the form & title**  
Name and phone number of the person completing the report. This may be someone other than the authorized representative who signs the completed report.
  6. **Project need**  
Describe the needs of the target audience that this project was designed to address. This was described initially in the grant application, but additional needs may have been determined as the project was implemented.
  7. **Project abstract**  
Limit the project abstract to one page. The abstract should summarize the entire project's general plan and its overall results, briefly stating:
    - The purpose of the project, the background, and how the idea came about
    - The project goals and objectives
    - The actual results compared to the goals and objectives, noting successes and challenges
    - Your subjective evaluation or other thoughts you'd like to add (e.g., how the project will be continued, future impact of the project, etc.)
  8. **Detailed project accomplishments**  
Include the project goals and objectives for the grant project, which were described in the grant application and others developed as the project was implemented. For each objective, describe the specific accomplishments, including the results of any measures that were developed to evaluate the project. This might include statistics, user surveys, and evidence of modified behavior of the target audience that was the result of the project. Describe the specific activities, products, or other accomplishments.
  9. **Subjective evaluation**  
The opinion of the project manager or grant recipient about the project successes, challenges, and – possibly – failures. Describe:
    - What you would do differently in the future if you were planning a similar project
    - Evaluation methods used by you or by any outside parties
    - Use of a project advisory committee, including their findings
  10. **Project continuation**  
If the project included a plan for continuation beyond the CCLPEP grant period, discuss the progress of the plan and indicate if it is on schedule. Describe what will be continuing and how the project may change over time. Also indicate the sources of financial support.
- Signature, date, and printed name**  
Signature of the grant recipient or the authorized representative. This may or may not be the contact person named on line 7. Include the date signed and the printed name of the person signing report.